

**VILLAGE OF NORTHFIELD
BOARD OF TRUSTEES
Minutes of August 12, 2008**

- I. **ROLL CALL:** Chair Libby Hambleton, Trustees Samantha Baraw, Thomas McCarney, Richard Sutor, and James Wilson. Also present were Village Manager Nanci Allard, Stephen Fitzhugh, and Mary Comiskey (*Northfield News*).

Chair Hambleton called the meeting to order at 7:00 p.m.

- II. **PUBLIC PARTICIPATION (Scheduled):** None.

III. **ACTION ITEMS**

a. **Approval of Minutes**

1. **July 29, 2008 (Regular Meeting).** Motion by Trustee Sutor, seconded by Trustee McCarney, to approve the minutes. **Motion passed 5-0-0.**

b. **Approval of Bills**

1. **Warrant #04-09.** Motion by Trustee Wilson, seconded by Trustee Sutor, to approve Warrant #04-09 in the amount of 776,051.01. **Motion passed 5-0-0.**

- c. **Electric Rate Case.** The draft schedule was provided in the packets; a revised copy was sent today. We are allowed to start using the new rate 45 days after filing it with the Public Service Board. There might be a formal investigation into the merits of the case, particularly if the case is challenged by the Department of Public Service. However, there was no such investigation into our last case.

- d. **"Smart Metering."** The Public Service Board (PSB) is trying to get a statewide project together to discuss smart metering. There's a meeting on August 20, 2008 to discuss this collaboration. There are three (3) complications: hardware, software, and money to pay for this. The idea is to give our customers some feedback and let them know how much electricity is costing us at different times of the day. It was this that brought the idea of changing the times for pumping at the wellfield.

- e. **Line Extension Tariff:** There was a draft in the packets of an application form regarding line extension tariffs. The final draft is expected by the end of the week. The problem is that we do not have a current tariff. Motion by Trustee Sutor, seconded by Trustee Wilson, to authorize the Manager to file the tariff by Friday, August 15th, and if needed, we can file a revision later. **Motion passed 5-0-0.**

- f. **Budget Policy.** There's a proposal to try to readjust how the accounting department is paid. This is to separate out the supplies from the utilities. This will be discussed at the next joint board meeting in October.

IV. **REPORTS**

a. **Village Manager:**

1. **Village Clock.** The clock faces have been installed but there is a problem with installation of the clock hands.
2. **Wellfield Test Wells.** The test wells have been drilled and we are waiting to get the test results back.
3. **Property Reassessment.** Representatives from VLCT are coming on Thursday and Friday (08/14/08-08/15/08) to do the reassessment of municipal property for insurance purposes.
4. **Safe Routes 2 School Signage.** There was a meeting last Monday (08/11/08) with Dubois & King regarding the sidewalk signage around the school.

5. **MUNIS Beta site.** There were some glitches so the training took three (3) days instead of two (2). However, we will only be charged for two (2) days of training. The personnel like the new system.

b. Committee Reports

1. **Merger Committee.** The committee will meet next Tuesday (08/19/08) at 6:30 p.m. in the Municipal Building.

c. Miscellaneous

1. **Efficiency Vermont Project update:** The Northfield Energy Action Team (NEAT) will be meeting in the Community Room of the Brown Public Library on Thursday, August 21, 2008 at 7:00 p.m. There will be an application form for the proposed contest. The three winners will get free energy efficiency audits and get a makeover (up to a capped amount).

V. PUBLIC PARTICIPATION (Unscheduled): None.

VI. EXECUTIVE SESSION: Motion by Trustee Sutor, seconded by Trustee Wilson, to go into executive session with Manager Allard and Stephen Fitzhugh present in order to discuss a personnel matter. **Motion passed 5-0-0.**

The Board went into executive session at 8:17 p.m.

Motion by Trustee Wilson, seconded by Trustee Sutor, to come out of executive session. **Motion passed 5-0-0.**

The Board came out of executive session at 8:41 p.m.

Motion by Trustee McCarney, seconded by Trustee Wilson, to authorize Manager Allard to enter into negotiations with Stephen Fitzhugh regarding the position of part-time consultant for the Northfield Electric Department. **Motion passed 5-0-0.**

VII. ADJOURNMENT: Motion by Trustee McCarney, seconded by Trustee Sutor, to adjourn. **Motion passed 5-0-0.**

The Board adjourned at 8:43 p.m.

Respectfully submitted,

Samantha H. Baraw

Samantha H. Baraw, Clerk

These minutes are subject to approval at the next regular meeting.